

# Training Opportunity



Department of  
Transportation

Federal Railroad Administration

**Announcement Number:** FRA-05-75KB

**Position Title:** FRA Leadership Development Program

**Opening Date:** 10/21/2005

**Closing Date:** 12/07/2005

**Number of Vacancies:** A maximum of 6 slots will be filled from this announcement.

**Area of Consideration:** Federal Railroad Administration Employees, Grades GS-12/13/14

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

## **Summary of the Training Program:**

- This developmental program is intended to provide an opportunity for current FRA employees to prepare themselves for future management positions at FRA. This is an 18-month FRA program using the Executive Potential Program (EPP) at the Graduate School, USDA, as the core curriculum. The program consists of continuous learning experiences in order for the selectees to achieve the mastery level of proficiency for management positions, including a leadership assessment, creating an Individual Development Plan, individual training, and two developmental assignments. The core curriculum consists of 4 one-week intensive residential seminars in the EPP Program, Graduate School, USDA. The first session is an orientation seminar, which will begin March 19, 2006. Detailed information on the EPP Program may be found at their website: <http://www.grad.usda.gov/>. Each selectee will remain in his/her current position and must be willing to accept developmental assignments (generally not to exceed 60 days) that may be arranged at or near his/her duty station. In addition, each selectee will have a Senior Executive Service (SES) mentor/advisor who will provide career guidance during the program. Although selection to the Leadership Development Program does not guarantee promotion, selectees acquire additional job skills and training, which enhance their qualifications in order to compete for higher-level opportunities.
- Selectees will be required to sign a Service Agreement, which states that the selectee must remain with the Department of Transportation for one year after completion of the program, or be subject to reimbursement to the FRA for the cost of the training. Further, the Service Agreement states that selectees who drop out of the program before its completion will be subject to reimbursement to the FRA for this training.

### **What Are The Minimum Qualifications For This Position?**

- This program is open to full-time permanent FRA employees at the GS-12 through GS-14 grade levels.
- Applicants must have completed two years of service with the FRA by the closing date of the announcement.
- Applicants must have a current performance appraisal at the Proficient or above level.

**How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?** If you are basically qualified for this training opportunity, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed below. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this program. Those who are referred as "Best Qualified" will be interviewed by a panel, which will then make the selections.

### **What Are The Required Knowledge, Skills And Abilities (KSAs) For This Program?**

- Ability to plan and achieve multiple objectives.
- Ability to work effectively in teams, both within and outside of FRA.
- Ability to communicate and effectively represent FRA.
- Ability to analyze in order to make recommendations and decisions.
- Ability to communicate effectively in writing.

### **How To Apply For This Training Opportunity**

1. You must submit a brief cover letter explaining what you seek to gain from being selected for this program and how FRA would gain as well.
2. You must submit your Resume or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled: "Here is What Your Application Must Contain". The OF-612 is available on the Office of Personnel Management website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) under Forms.
3. A complete performance appraisal is required. It must be current, meaning it was issued to you within the past year. It must be official, meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why.
4. You must submit narrative statements, which address the Knowledge, Skills and Abilities (KSAs) listed above.
5. **Failure to submit a complete application package, which must include the cover letter, Resume or OF-612, current performance appraisal, and narrative statements addressing all five of the KSAs, will render your application ineligible for consideration.**

## Here is What Your Resume or OF-612 Must Contain

### **Job Information**

- Announcement Number
- Title of the Training Program- FRA Leadership Development Program

### **Personal Information**

- Full name
- Mailing address (with Zip Code)
- Work telephone number (also cell phone number, if you have one) in which you can be reached during the daytime, if necessary.
- Current grade at FRA

### **Education**

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

### **Relevant Work Experience**

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

### **Other Qualifications**

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

### **Where To Send Your Application Package**

- You may mail or deliver your application package to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6th Floor, Washington, DC 20590.
- If you are faxing your application package, please limit the application to the requirements stipulated in the advertisement to a maximum of 20 pages and include a cover sheet. Our fax number is 202/493-6169. We will not accept applications faxed from a Federal Government fax machine. You may also email your application package to Kevin Bondesen.
- ALL application packages must be in the Human Resources Office or postmarked by the closing date of the announcement.
- Application packages mailed in a Government envelope will not be accepted.

**Questions?**

Call Kevin Bondesen, Office of Human Resources, at 202/493-6124, or email at [kevin.bondesen@fra.dot.gov](mailto:kevin.bondesen@fra.dot.gov). Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten reciban igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

**Alternative Formats:** If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at [marcie.mullins@fra.dot.gov](mailto:marcie.mullins@fra.dot.gov), on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

**Reasonable Accommodation:** If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.